

MACHINE RECORDS DIVISION

As in the case of Records Management and Distribution, this activity presently exists as a Branch, and it is recommended that under this T/O, it, also, be given status as a Division.

There follows (a) a tabular statement showing the personnel requirements for the Machine Records Division for the remainder of the Fiscal Year 1952 and for the Fiscal Year 1953, and (b) an organizational chart showing personnel distribution within the Division.

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The present authorized strength of the Machine Records Branch provides [REDACTED] positions. As of this date there are [REDACTED] people on duty and name actions are in process for [REDACTED]. Additional personnel are not requested for the remainder of this fiscal year. The number of personnel actions in process in excess of authorized strength, however, is to provide for loss due to normal turnover in personnel and other factors.

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25X1A

The tabular statement, which follows indicates that the requirements for Fiscal Year 1953 amount to [REDACTED] positions. This represents an increase of [REDACTED] positions over our needs for Fiscal Year 1952.

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The need for additional personnel for each project now being performed and for the additional projects planned for the next fiscal year is as follows:

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Personnel.-- [REDACTED] additional positions will be required in Fiscal Year 1953 for the following reasons:

a. Increased workload due to increase in the total strength of the Agency.

b. The Personnel Office plans to include on punch card records qualifications of covert employees. (Present qualifications records include only overt employees.)

c. The establishment of promotion registers for use by the Personnel Office and the operating offices.

d. The establishment of field Tables of Organization by punch card methods.

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Payroll.--This project will require an increase of [REDACTED] positions for the following reasons:

a. Increase in workload for unvouchered payroll due to change from monthly to bi-weekly. This almost doubles the present workload.

b. Conversion of vouchered payroll from manual to punch card methods.

c. Posting of individual earning records cards by punch card methods for vouchered payroll.

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Accounting--Vouchered Funds.--An increase of [REDACTED] positions is required for this project in order to establish general ledger accounting by punch card methods, similar to those methods now used for unvouchered funds.

Disbursing Office.--As soon as the [REDACTED] establishes a Disbursing Office function in the Agency, certain reports of disbursements will be required by tabulating machine methods. This is a new function which had not been considered in the submission of our Budget for 1953 and will require [REDACTED] employees.

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Group Insurance.--It is estimated that [REDACTED] additional position will be required to establish the proper accounting records for group life and group health insurance accounts for Agency employees.

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Special Projects.--This includes the varied statistical reports, logistics and special data prepared by punch card methods for OPC. We estimate that these special projects and one or two additional ones for the Training Office will require [REDACTED] positions, an increase of [REDACTED] over present requirements.

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Procurement - Stock and Equipment Accounting.--This project will require an additional [REDACTED] positions to provide for the inclusion of communications, stock and equipment accounts which are now maintained by manual methods.

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The attached sheets made a part of this Appendix indicate man year requirements for this Division and a functional breakdown by position.

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